



Job Description

TITLE:	Administrative Assistant	LAST UPDATED:	January 29, 2015
DEPARTMENT:	Administration	JOB CLASS:	
REPORTS TO:	City Manager – Admin Staff	FLSA STATUS:	Non-Exempt

Summary: Under general supervision of the City Manager, provides the City Manager and department directors with basic administrative duties and support including the scheduling of calendars, tracking and following up on projects, reviewing mail and referring to appropriate department directors or individual to handle, organizing, coordinating and preparing for public and staff meetings, draft correspondence and resolving routine complaints and issues.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) duties may include but are not limited to the following:

Essential Job Functions:

- Provides appropriate and correct information to the public and department directors.
- Screens and handles routine correspondence, e-mails, and calls.
- Process departmental mail
- Updates and maintains contact list for City Hall, City Manager and City Council
- Conducts research activities and projects as assigned.
- Communicates with other City officials and department directors as requested by City Manager.
- Schedules City Manager's, City Council's and other department director's calendars, organizes meetings, tracks projects, correspondence or complaints assigned to other department directors for response.
- Provides administrative support to department directors, City Manager and City Council including handling routine correspondence, scheduling of calendars, organizing meetings, making travel arrangements, registering senior staff for conferences, seminars and tracking their assigned projects.
- Coordinates with Human Resources and City Secretary to handle files, documents, retention, storage or deleting of information and records.
- Orders department supplies, equipment and furniture.
- Processes departmental purchase orders and check requests.
- Edits final department documents and mailings and places printing orders.
- Resolves issues with vendors and suppliers including billing issues.
- Assists City Secretary with Council packet preparation.

Other Important Duties:

- Provides backup support for other staff as needed.
- Travels to attend meetings, conferences and training.
- May attend night meetings
- Provide support during special events
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of business administration and advanced secretarial practices and procedures.
- Knowledge of public relations and customer service practices and procedures.

- Knowledge of computers and related equipment, hardware and software applicable to area of assignment.
- Knowledge of research and report development of routine administrative issues including legal, financial and survey data.
- Knowledge of City management policies and procedures.
- Skill in effective oral and written communications.
- Skill in preparing, editing, and developing responses to politically sensitive or confidential correspondence.
- Skill in prioritizing, tracking, and managing projects, assignments and duties.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Associates Degree in Business Administration, Public Administration or related field preferred.
- Three (3) years of previous secretarial, administrative, public relations, political science experience preferred.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Must possess State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to irate or angry individuals.
- May be subject to extended periods of mental concentration, research and analysis.
- May be subject to bending, reaching, kneeling and lifting such as retrieving or replacing files and records, and setting up for meetings and special events.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, two-way radio, cellular telephone, multi-line telephone and other standard office equipment.